



# Fort Eustis

## Civilian Personnel Advisory Center Bulletin

[www.eustis.army.mil/cpac](http://www.eustis.army.mil/cpac)

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670 Lee Blvd, Fort Eustis, VA 23604-5096



### My Biz and My Workplace

Employees can view their personnel information, including current and past appointments, position, personal, salary, benefits, awards, bonuses and performance data. You can use My Biz to update your telephone number, email address, disability codes, ethnicity/race identification and foreign language proficiency.

All Department of Army civilian employees should have a My Biz account and all supervisors should have a My Workplace account. To access your account:

- Visit <http://www.cpol.army.mil/>
- Click on "Employee Login"
- Enter your AKO USER Name and Password
- Click the "Employee Tab"
- Click "Open" to access My Biz (or My Workplace)
- Click "My Biz" and enter the following:

❖ Your user ID is your social security number (SSN) with the dashes

❖ Your initial password consists of the following

- o Capitalize first letter of first name
- o \$ sign
- o Lower case first letter of last name
- o \$ sign
- o Fourth digit of SSN
- o \$ sign
- o Fifth digit of SSN
- o \$ sign

You'll be prompted to change your password after this initial log in.

Note: Civilian supervisors who have not converted to NSPS or who have not had their position put into the hierarchy may not be able to see their employees' records in My Workplace, but they should still be able to see their own record. The only exception to this is for military members who supervise civilian employees. They should request a My Workplace account by contacting their CPAC advisor when they are getting close to converting to NSPS.

If you need more information about accessing My Biz or My Workplace, please contact your servicing CPAC representative.

### U.S. President Bids Retirees ADIEU

Retirement is an epoch of life that should evoke special memories. When one has served his or her country faithfully for thirty or more years, there is a way to give them something that will make a lasting impression after the luncheon, the speeches, and the ceremonies. Why not award them with a Letter of Appreciation from the White House which bears the President's signature?

A letter from the White House can be delivered to a civilian employee retiring with 30 years or more of federal service (this encompasses those who have combined military and civilian service as well as those with straight civilian service). A lead time of 60 days is needed to ensure timely delivery of the Letter of Appreciation. For those who make a last minute decision to retire, the letter can be sent to the home address. For additional information, contact Pam Wells at the Fort Eustis Civilian Personnel Advisor Center (CPAC) at 878-1368.

### ABC-C News

A new edition of the ABC-C News is now available at <https://www.abc.army.mil>. You can read about good information such as:

- \* FERS Retirement Supplement
- \* LTCI Premiums
- \* Benefit Deductions on your LES
- \* Premium Conversion and FEHB
- \* DFAS Corner

Previous editions of the newsletter are available at <https://www.abc.army.mil/Information/ABCGeneral/Information/ABCNewsletters.asp>.

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## USERRA

The Uniformed Services Employment and Re-employment Rights Act (USERRA) of 1994, as amended, protects the re-employment and other rights of individuals who voluntarily or involuntarily leave their jobs to perform uniformed service. Under USERRA, Federal employees returning from uniformed service are eligible for re-employment if:

- They have given written or verbal notice before departing for military training or service. There is an exception if notice couldn't be given by military necessity or was otherwise impossible;
- Their cumulative service in the uniformed services did not exceed 5 years;
- They were released from service under conditions other than dishonorable; and
- They report back to their Federal job or submit an application for re-employment within appropriate timeframes.

Persons meeting these eligibility criteria have four basic entitlements, as follows:

1. Employees who served less than 91 days must be restored to the position that they would have attained if their employment had not been interrupted, provided they are qualified for the position. Employees who served more than 90 days have essentially the same rights, except that the agency has the option of placing an employee in a position of like seniority, status and pay, for which the individual is qualified.

2. Upon return or restoration, employees are generally entitled to be treated as though they had never left for purposes of rights and benefits based upon length of service. This means that employees must be considered for career ladder promotions and that the time spent in the military will be credited for purposes of seniority, successive within-grade increases, probation, career tenure, annual leave accrual rate, and severance pay.

3. Entitlement to training, retraining, or other accommodations applies mainly in the case of a long period of absence or service-connected disability.

4. Employees may not be demoted or separated while performing uniformed service.

Additionally, depending on the length of uniformed service, employees returning from active military duty are protected from reduction in force (RIF) for at least six months following restoration, and in some cases for a year. Employees may still be removed for cause, i.e., for poor performance, conduct, or suitability reasons.

## Employment Verification

Anytime you need to have your employment or salary verified, such as when you apply for an apartment lease, car loans, mortgage, and other major loans, direct your bank, loan, or credit institution; background checking company; or even a prospective employer to the online Employment Verification Service.

### What Information can be Provided to a Lender/Verifier?

**Prove Your Employment** - The Work Number allows any third-party to easily, quickly, and securely verify your employment. Typically, employment verifications are needed when you are looking for a new job or applying for smaller amounts on a loan or credit application. Proof of employment contains information about you like your name and information about your employment like job title and length of service. It **does not** contain confidential income information. It does not contain performance reviews or other "subjective" information.

**Prove Your Income With a Salary Key** - Employment & Income verification allows anyone that **you authorize** to get quick, easy, accurate, and secure access to your employment and income information. Typically, this information is needed when you apply for larger loans, in connection with major financial transactions like buying a house or car, or when applying for a lease or other large extension of credit.

The proof of employment and income verification contains information on you, your job title, and length of employment as well as pay rates and amounts from your employer. It does not contain performance reviews or other "subjective" information.

To provide someone with proof of your employment and/or income follow the instructions below.



## Employment Verification (cont.)

### What is Required to Access the Information?

1. To access employment information, provide the lender/verifier with:
  - **Department of Defense Code:** 10365
  - **Your Social Security Number**
  - **The number to call for their express verification** 1-800-367-5690
2. To access employment and income information, provide the lender/verifier with:
  - **Department of Defense Code:** 10365
  - **Your Social Security Number**
  - A Salary Key
  - **The number to call for their express verification** 1-800-367-5690.

### How is a Salary Key Obtained?

**You dial** 1-800-EMP-AUTH or go to <http://www.theworknumber.com>

#### ***When prompted, enter:***

- **The Department of Defense Code:** 10365
- **Your Social Security Number**
- **Your PIN:** Your Temporary PIN is your Birthday (MMDD format). Do not include year. For example, if your Birthday is March 27 you would enter "0327". After you get in with your Temporary PIN, you can change it to any 4 -8 digit number. NOTE: Your PIN should be a numerical digit if you plan to access the system by telephone.

**Record the six-digit Salary Key for future reference. This key is to be given to the lender/verifier in order to access your employment and income information.**

## Which Recruitment Source? Is it a Manager's Prerogative?

Did you know that an employee cannot select himself for a vacant position? Of course you did because you know that selecting employees is the hiring official's prerogative. What you may not have known is that it is also the hiring official's decision to select a person from a number of internal (i.e., current Department of the Army employees) and external (i.e., candidates outside the Department of the Army) recruitment sources. Recruitment sources are the different candidate pools from which a hiring official can select the best person for the job. When filling a position, the hiring official can choose from among three candidate pools (i.e., groups of candidates):

(1) The single most common way new employees are brought into the Federal civilian personnel system is by applying to a vacancy announcement opened to specified candidates (i.e., any U.S. citizen; current DoD/Army employees; VEOA/VRA; etc.). If the applicant meets the employment eligibility and qualification requirements as stated in the vacancy announcement, he or she is placed on a competitive list of eligibles and referred to the hiring official for selection. This process is often referred to as open competition or competitive procedures.

(2) The second type of candidate pool is made up of individuals who currently or in the past held a permanent position as a Federal civilian employee. These individuals are considered to have "civil service status" or "status." In addition to applying for positions through open competition, these individuals may be eligible to be considered for positions through noncompetitive procedures which do not require an individual to apply to an open vacancy announcement. Positions filled without application through open competition include reassignment to the same grade; a change-to-lower-grade; transfer to the same or lower grade; reinstatement up to a grade previously held; and re-promotion up to a grade previously held on a permanent basis. Sometimes the hiring official may "name request" an individual to be re-promoted or reinstated to a position previously held which, too, does not require open competition.

(3) The third type of candidate pool consists of individuals eligible for employment based on a special noncompetitive hiring authority based on law or an executive order (e.g., Veterans Recruitment Appointment (VRA), Veterans Employment Opportunity Act (VEOA), People with Disabilities, Students, etc.).

Although a hiring official has the right to fill positions by any appropriate method from any appropriate source, he may choose to make a selection based on competitive or noncompetitive procedures. No matter which recruitment source the hiring official chooses, he is required by law to staff his vacancy on the basis of merit, fitness, and qualifications without regard to an applicant's religion, marital status, race, color, sex or national origin.

## What is NSPS?

NSPS is a management system that compensates and rewards employees based on performance and contribution to the mission. NSPS gives the Department of Army the tools it needs to continue fostering an organizational culture that values and recognizes talent.

### NSPS Key Concepts

NSPS emphasizes these key concepts through salary increases and bonuses.

- **Accountability**—you are responsible for your career and performance. Your performance and contributions will pay off through salary increase and bonuses.
- **Flexibility**—NSPS is a simplified and adaptable management system that places the right people in the right jobs at the right time.
- **Results**—your performance and contribution link to achieving organizational goals and the Department of Army's critical mission.



### What Remains the Same?

NSPS changes many aspects of the current HR system, including how pay is set, pay for performance, job classification, how promotions are handled, and workforce shaping. However, much remains the same.

NSPS will not change the scope of your position, or your ability to influence your success. As an employee, you also retain these basic rights and entitlements:

- Protection from prohibited personnel practices
- Whistleblower protections
- Veterans' preference principles
- Benefits laws (retirement, health, life, etc.)
- Anti-discrimination laws
- Fundamental due process
- Allowances and travel/subsistence expenses
- Training
- Leave and work schedules
- Merit system principles

Conversion into NSPS began April 30, 2006 and the next group of employees is scheduled to convert sometime between October 2007 and January 2008. The most important point about conversion is that your position converts into NSPS **without a loss of pay**. Your total salary remains the same. In fact, it may even increase if you are eligible for a one-time, prorated **Within-Grade Increase** (WGI) adjustment. Your prorated WGI adjustment is based on the length of time (calendar days) accumulated toward your next WGI. The WGI is added to your base salary when your position converts. To receive the one time, prorated WGI adjustment at conversion: your performance must be acceptable; **and** you must be below step 10 of your current grade.

To learn more about NSPS, please visit the Fort Eustis CPAC website (<http://www.eustis.army.mil/cpac/>) and select NSPS on the left side of the screen. Once you're on the NSPS website, you can select the web-based training course **NSPS 101** to enhance your understanding of the new personnel system as well the conversion process.



## Feedback

This bulletin is designed to inform employees and supervisors of new civilian human resources issues and refresh their knowledge of existing policies and procedures.

We welcome your [feedback](#); contact your servicing Human Resources Specialist.

The bulletin is available on our web page, <http://www.eustis.army.mil/cpac>. Request you print and post on Bulletin Boards throughout your organization for those employees who do not have access to our web page.